

APPENDIX C

INFORMATION SYSTEMS SECURITY OFFICER (ISSO)

TABLE OF CONTENTS

	<u>Page</u>
C.1 General.....	C-1
C.2 Security	C-1
C.2.1 System Access Controls	C-1
C.2.2 User Control of SARSS-GW Log-In IDs and Passwords and DISN Access Cards	C-1
C.3 Access to the SARSS-GW	C-1
C.4 ISSO Responsibilities	C-3
C.5 ISSO Tasks	C-4
C.6 ISSO Procedures.....	C-5
C.6.1 Forwarding Appointment Orders and Signature Card.....	C-6
C.6.2 Verifying FoxPro2 Software is Loaded	C-7
C.6.3 Installing and Executing the SARSS-GW Security Database	C-7
C.6.4 Generating Passwords for the Installation	C-8
C.6.5 Printing a Master Report of Registered SARSS-GW Users on the Installation.....	C-9
C.6.6 Coordinating with the DOIM to Obtain Telephone Numbers and Request DISN Access.....	C-10
C.6.7 Generating a DISN Request for Forwarding New-User Information to the Network Information Center	C-10
C.6.8 Adding New Users to the ISSO Security Database.....	C-12
C.6.9 Reviewing New-User Information and Making Any Changes Before Running Reports	C-13
C.6.10 Preparing Reports and/or Forms for Forwarding New-User Information to the DMC SARSS-GW ISSO Office and to the New User	C-13
C.6.10.1 Preparing the Report Containing New Log-In IDs.....	C-17
C.6.10.2 Preparing the Report Containing New Passwords and Control Numbers.....	C-18

SARSS-GATEWAY SM
2 February 1998

		<u>Page</u>
C.6.10.3	Preparing the Form for Issuing the Newly Assigned Log-In ID and Password to the User.....	C-19
C.6.11	Changing a User Name in the SARSS-GW ISSO Security Database, Printing the Name Change Request, and Sending it to the DMC SARSS-GW ISSO.....	C-19
C.6.12	Updating User Information in the SARSS-GW ISSO Security Database.....	C-21
C.6.13	Deleting Records from the ISSO Security Database, Printing the SARSS-GW Delete Report, and Sending it to the DMC SARSS-GW ISSO.....	C-21
C.6.14	Modifying SARSS-GW ISSO Report Formats.....	C-23
C.6.15	Sorting the SARSS-GW Security Database.....	C-24
C.6.16	Obtaining Help or Information on Keys and Reports.....	C-24
C.6.17	Exiting the SARSS-GW ISSO Security Database.....	C-24
C.6.18	Checking for and Reviewing Messages in Your Mailbox	C-25
C.6.19	Deleting Messages from Your Mailbox.....	C-25
C.6.20	Printing a Message in Your Mailbox.....	C-26
C.6.21	Reviewing or Printing a File in Your Mailbox	C-27
C.6.22	Deleting a File from Your Mailbox.....	C-28

APPENDIX C

Information Systems Security Officer (ISSO)

C.1 General. This appendix outlines the ISSO's responsibilities and procedures. It also covers defense information service network (DISN) and Standard Army Retail Supply System-Gateway (SARSS-GW) access.

NOTE: Objective Supply Capability (OSC) has undergone a name change and is now called the SARSS-GW. All references to OSC and gateway have been changed and refer to SARSS-GW.

C.2 Security. No classified, personal, or proprietary data is stored or processed at the SARSS-GW; therefore, ISSO personnel, commanders, and managers at all levels are responsible for security in their own data processing operations.

C.2.1 System Access Controls. Log-in identification (ID) and password controls are required by the defense information service network (DISN) and the SARSS-GW. The ISSO, together with the system manager, controls and issues log-in IDs, passwords, and Access Codes. System access must be granted to each standard Army management information system (STAMIS) user, supply and resource manager, and system manager.

C.2.2 User Control of SARSS-GW Log-In IDs and Passwords and DISN Access Cards. The SARSS-GW log-in IDs and passwords and the DISN access cards are sensitive items and are the responsibility of the individual to whom they are issued. Loss of a DISN access card, or loss or compromise of a SARSS-GW log-in ID and password must be reported to the local ISSO. The DISN access card or SARSS-GW log-in ID and password will only be used by the individual to whom they are issued.

C.3 Access to the SARSS-GW. The SARSS-GW resides at a central location and is linked by modem to SARSS-GW users and supporting supply activities. Access to the SARSS-GW is through the DISN by terminal access controller (TAC), mini-TAC (MTAC), or terminal server.

a. Normally, SARSS-GW users access the DISN through a local terminal server maintained by the installation's Directorate of Information Management (DOIM). In some areas, however, they must access the SARSS-GW through a TAC or MTAC.

(1) The installation ISSO coordinates with DOIM personnel to obtain telephone numbers for the terminal server, where applicable. Terminal servers in the continental United States (CONUS) and outside the CONUS (OCONUS) are normally

SARSS-GATEWAY SM

2 February 1998

password-protected. Local procedures are followed to obtain access through the terminal server.

(2) The installation ISSO coordinates with DOIM personnel to obtain access to the DISN through a TAC or MTAC for each SARSS-GW user and telephone numbers for the TAC or MTAC, where applicable. Local procedures are followed to obtain access through a TAC or MTAC.

b. STAMIS users and managers at all levels must have a valid log-in identification (ID) and password for access to the SARSS-GW. They must also have a valid log-in and password for the DISN when access is through a TAC or MTAC.

c. The installation assigns SARSS-GW log-in IDs and passwords to control access to the SARSS-GW and prevent unauthorized access to system files and processing. Information Systems Security regulations require that passwords be generated by an approved random password generator program.

(1) The program requires at least a 286 IBM-compatible personal computer (PC).

(2) The ISSO may obtain an approved password generator program by calling DSN 923-2909 or (301) 677-2909 or requesting one in the mail. The mailing address is:

COMMANDER
US ARMY CI SPT BN
ATTN IAGPA C AIS
FORT MEADE MD 20755-5998

SARSS-GATEWAY SM
2 February 1998

C.4 ISSO Responsibilities. The ISSO is appointed by the installation and will provide direction and guidance to all assigned or attached personnel. In general, the ISSO is responsible for long-range planning, program oversight, and daily operations of ISSO functions. To be more specific, the ISSO is responsible for:

- a. Managing all log-in IDs and passwords for the SARSS-GW application.
- b. Maintaining a user database to control SARSS-GW access data.
- c. Requesting, issuing, controlling, deleting, managing, and submitting all log-in IDs and passwords to the DMC ISSO for loading to the SARSS-GW application.

C.5 ISSO Tasks. The ISSO has many tasks to perform when managing log-in IDs and passwords for the SARSS-GW application; when maintaining a user database to control SARSS-GW access data; and when requesting, issuing, controlling, deleting, managing, and submitting log-in IDs and passwords to the DMC for loading to the SARSS-GW. These tasks are summarized for you below.

- a. When first appointed as the SARSS-GW ISSO, the ISSO must forward the appointment orders and the signature card to the Director of the Defense Mega Center (DMC) in Saint Louis, MO.

- b. When first being issued the computer loaded with the SARSS-GW database and programming logic and the FoxPro2 software, the ISSO must:

- (1) Ensure that the FoxPro2 software for managing log-in IDs and passwords for the SARSS-GW application is loaded on the SARSS-GW computer.

- (2) Install and execute the SARSS-GW security database so it can assign SARSS-GW log-in IDs and generate passwords for new users.

- (3) Generate passwords for the installation and print a master report of registered SARSS-GW users on the installation (Master Password List) in either log-in ID or last name sequence.

- c. When receiving requests for a valid SARSS-GW log-in ID and password and DISN access card, the ISSO must:

- (1) Coordinate with the installation's Directorate of Information Management (DOIM) to obtain telephone numbers for servers and to request DISN access through a TAC or MTAC for each SARSS-GW user and obtain telephone numbers for the TAC or MTAC when applicable.

SARSS-GATEWAY SM
2 February 1998

(2) Generate a DISN Request for forwarding new user information to the Network Information Center.

d. When managing log-in IDs and passwords for the SARSS-GW application and maintaining a user database to control SARSS-GW access, the ISSO must:

- (1) Add users to the ISSO security database.
- (2) Review new users and make changes before running reports.
- (3) Prepare reports for forwarding new user information to the DMC ISSO.
- (4) Print and issue the Password Receipt Form that the user and the DMC ISSO must sign.
- (5) Change user names in the SARSS-GW ISSO security database.
- (6) Print the Name Change Request and send it to the DMC SARSS-GW ISSO.
- (7) Update user information in the SARSS-GW ISSO security database.
- (8) Delete users from the ISSO security database.
- (9) Print the SARSS-GW Delete Report and send it to the DMC SARSS-GW ISSO.
- (10) Modifying SARSS-GW ISSO report formats.
- (11) Sorting the SARSS-GW security database.

e. When performing daily operations, the ISSO must:

- (1) Follow e-mail procedures to send new user information.
- (2) Check messages in the system mailbox.
- (3) Delete messages from the system mailbox.
- (4) Print messages in the system mailbox.

C.6 ISSO Procedures. The following subparagraphs present the tasks and procedures the ISSO must follow when first being appointed as the SARSS-GW ISSO; when first being issued the computer loaded with the SARSS-GW database and programming

SARSS-GATEWAY SM

2 February 1998

logic and the FoxPro2 software; when receiving requests for a valid SARSS-GW log-in ID and password and DISN access card; when managing log-in IDs and passwords for the SARSS-GW application and maintaining a user database to control SARSS-GW access; and when performing daily operations.

C.6.1 Forwarding Appointment Orders and Signature Card. When you are first appointed the SARSS-GW ISSO by the installation, you will be given appointment orders like the ones shown in figure C.6-1.

SAMPLE ISSO APPOINTMENT ORDERS

ATZF-LO

22 May 1995

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective 22 May 1995, I. M. Whoever, 123-33-3333, is assigned the additional duty as the SARSS-Gateway, Primary Information Systems Security Officer (SARSS-GW ISSO) in the Supply and Services Division, G4/Directorate of Logistics, Ft. Somewhere, VA 23604.

2. Authority: AR 380-19, 1 Aug 90, Information Systems Security.

3. Purpose: To perform duties as SARSS-GW ISSO functions as outlined in AR 380-19, paragraph 1-6d(3).

4. Period: Indefinite.

5. Special Instructions: Individual will familiarize himself with duties outlined in AR 380-19, paragraph 1-6d(3). He is authorized to enforce security policies and safeguards for systems within their purview, to include stopping systems operation if warranted by the seriousness of a security violation.

6. This memorandum of appointment rescinds all previous appointments for this position.

FOR THE COMMANDER:

SARSS-GATEWAY SM
2 February 1998

I. M. Commander
Director of Logistics

DISTRIBUTION:

DMC ISSO, ATTN: WEL03

G4/DOL Phys Security Officer, ATTN: ATZK-DLL

Individual Concerned

Figure C.6-1. ISSO Appointment Orders

SARSS-GATEWAY SM
2 February 1998

a. You must forward your appointment orders and DD Form 577 (Signature Card) to the Director of the Defense Mega Center (DMC) in Saint Louis, MO. You can either do this by mail or fax.

(1) If you want to mail the documents, use this address:

DIRECTOR
DMC ST LOUIS
ATTN: WEL03
ST LOUIS, MO 63120-1798

(2) If you want to fax them, use DSN 693-5614 or (314) 263-5614.

b. You may contact the DMC ISSO by calling DSN 693-1556/2903 or (314) 263-2903.

C.6.2 Verifying FoxPro2 Software is Loaded. As the newly appointed ISSO, you will be issued FoxPro2 software with the SARSS-GW to manage log-in IDs and passwords for the SARSS-GW application. Your first job is to make sure FoxPro2 has been loaded on your system.

NOTE: FoxPro2 must be listed in the path on the autoexec.bat file.

C.6.3 Installing and Executing the SARSS-GW Security Database. Once you have verified that FoxPro2.X is loaded on your system, you must install and execute the SARSS-GW security database.

a. To install the SARSS-GW security database, you must:

(1) Create a directory in root (C:) called USR\SECURITY.

(2) Change the directory to C:\USR\SECURITY.

(3) Copy SECURITY.EXE File (the file is provided) to the C:\USR\SECURITY directory.

(4) Type SECURITY at the C:\USR\SECURITY> prompt and press <Enter>. Security files are inflated into the directory.

SARSS-GATEWAY SM

2 February 1998

b. To execute the SARSS-GW security database, you must take one of two actions:

(1) Create an ISSO.BAT File in the root directory and enter ISSO at the DOS prompt on the C drive; for example, ISSO.BAT File.

```
ECHO OFF
CD\USR\SECURITY
ISSO
CD\
```

(2) Use a menu program and create a SARSS-GW ISSO security selection on the menu. Make sure the executable file for the selection is ISSO.BAT for C:\USR\SECURITY.

c. When the "Welcome to OSC Security" banner appears, press any key.

d. If an ISSO security database has been created, you can update or change the data by:

(1) Selecting Browse or pressing <Alt> at the OSC ISSO Menu.

(2) Selecting Browse under Browse.

e. You should now be looking at a partial screen of data from the security database.

(1) You may use the Tab and arrow keys to move to the fields that require update or change.

(2) Once you have updated or changed a field, you must move out of that field when exiting to let the change take effect.

f. To exit this screen, press <Esc>.

C.6.4 Generating Passwords for the Installation. Once you have installed and executed the SARSS-GW security database, you must generate passwords for the installation and print a master report of all registered SARSS-GW users.

a. To generate passwords, you must:

(1) Select Utility or press <Alt><U> at the OSC ISSO Menu.

(2) Select Passwords under Utility.

SARSS-GATEWAY SM
2 February 1998

(3) Follow the instructions on the screen, and remember that passwords must be alphanumeric and six characters long.

b. Check all passwords that have been generated. If a password is all letters, do not use it.

C.6.5 Printing a Master Report of Registered SARSS-GW Users on the Installation.

Once you have generated the passwords, you can print a master list of passwords for all registered SARSS-GW users on the installation.

a. The Master Password List looks like the one shown in figure C.6-2.

05/15/93							Page	1
FT SOMEWHERE MASTER PASSWORD LIST								
Last Name	First Name	Rank	Unit	MSC	Phone	Dodaac	Login ID	Password System
ALLEN	HELLEN	GS9	DOL	TRN-0009	IMMMFS	OFSM0002	pass15	M
ERICKSON	DAVID	SGT	HHC	TRN-0002	WTRNG1	OFSD0001	pass03	D
NOTE: INSTALLATION SARSS-GW SYSTEM MANAGER MAINTAINS THIS LIST. THIS REPORT SHOULD BE CONSIDERED SENSITIVE IN NATURE.								

Figure C.6-2. Master Password List

b. You can print this list in either log-in ID or last name sequence.

c. Before you print this list, you must change the pitch on your printer to accommodate it.

d. To print the Master Password List, you must:

(1) Make sure that your printer is turned on, set to the correct pitch, and on-line.

(2) Select Reports or press <Alt><R> at the OSC ISSO Menu.

(3) Select Passwords List under Reports.

(4) Press <Enter>.

(5) Select either Login or Last Name, depending on the sequence in which you want the list printed.

SARSS-GATEWAY SM

2 February 1998

(a) The Login selection produces a master report of registered SARSS-GW users on the installation in log-in ID sequence.

(b) The Last Name selection produces a master report of registered SARSS-GW users on the installation in last name sequence.

C.6.6 Coordinating with the DOIM to Obtain Telephone Numbers and Request DISN Access. When you receive requests for valid SARSS-GW log-in IDs and passwords and DISN access cards, you must coordinate with the installation's DOIM to:

a. Obtain telephone numbers for the terminal server, where applicable.

b. Request DISN access through a TAC or MTAC for each SARSS-GW user and obtain telephone numbers for the TAC or MTAC, where applicable.

C.6.7 Generating a DISN Request for Forwarding New-User Information to the Network Information Center. After you obtain the telephone numbers for the terminal server, TAC, or MTAC and request DISN access through a TAC or MTAC for each SARSS-GW user, you must generate a DISN request for forwarding the new-user information to the Network Information Center.

a. You will prepare a report for the Network Information Center called DDN Request that contains the name, U.S. mailing address, phone number, authorizing host, primary log-in name, primary network mailbox address, and MILNET TAC access for each new user at the installation.

SARSS-GATEWAY SM
2 February 1998

- b. The DDN Request report looks like the one in figure C.6-3.

DDN REQUEST
FULL NAME: JOHN WALKER
U.S. MAIL ADDRESS: DOL Fort Somewhere ATTN: ATZF-LO FT Somewhere, VA
PHONE: TRN-0002
AUTHORIZING HOST: 134.78.10.4
PRIMARY LOGIN NAME: OFSD0004
PRIMARY NETWORK MAILBOX: OFSD0004
MILNET TAC ACCESS? Y
TERMINATION DATE: 05/15/96
HANDLE:
DELETE? (Y/N): N
 NOTE: E-MAIL OR SEND THIS REQUEST TO:
 NETWORK INFORMATION CENTER 14200 PARK MEADOW DRIVE CHANTILLY, VA 22021 1-800-365-DNIC

Figure C.6-3. DDN Request

- c. When you are ready to generate the DDN Request, do the following:

- (1) Make sure your printer is turned on and on-line.
- (2) Select Reports or press <Alt><R> at the OSC ISSO Menu.
- (3) Select DISN Request under Reports.

(a) The DISN Request selection generates a DOS text file (send nic.txt) which contains new user information that you may print or send electronically to the data Network Information Center (NIC). The e-mail address is REGISTRAR@NIC.DISN.MIL. If e-mail is not available, send the request to:

Network Information Center
14200 Park Meadow Drive
Chantilly, VA 22021

(b) For answers to any questions regarding DISN Requests, call the NIC Help Desk at 1-800-365-DNIC.

SARSS-GATEWAY SM
2 February 1998

C.6.8 Adding New Users to the ISSO Security Database. To add new users to the database, you must:

- a. Select Actions or press <Alt><A> at the OSC ISSO Menu.
- b. Select Add under Actions. A screen appears with these entries:

LAST NAME (self-explanatory)
FIRST NAME
RANK
MSC
UNIT
DODAAC
PHONE
LOGIN ID (see Note 1)
PASSWORD (see Note 2)
CONTROL (see Note 3)
SYSTEM (see Note 4)

Note 1: Use this log-in ID structure: "OFS10001"

O = OSC (SARSS-GW)
FS = Installation Unique Code
1 = User ID
0001 = Sequence number of each user category

The user ID in the sample above designates a SAILS user. Here is a list of other user IDs you can use:

1 = SAILS
2 = SARSS
D = DS4
M = Manager
S = SAMS-1
U = ULLS

Note 2: Passwords are generated randomly in accordance with locally established procedures. Passwords are six characters, one of which must be a number.

Note 3: The control number is structured as follows: FS222110001

FS = Installation Unique Code
2221 = Current Julian date
10001 = Last five digits of the log-in ID

SARSS-GATEWAY SM
2 February 1998

Note 4: System position is the same entry you use for the user ID.

- c. You can select Browse to view the following information:

TAC ID (see Note 5)
TAC ACCESS (see Note 5)
SEND_NIC (see Note 6)
DATE ISSUE (leave blank)
REPORT DATE (leave blank)
OLD NAME (change in person's name)

Note 5: TAC ID and TAC ACCESS would be updated if the SARSS-GW ISSO has been granted the authority to control these log-ins. Update these fields when you receive the TAC log-ins and password.

Note 6: SEND_NIC is used if the SARSS-GW ISSO has been given the authority to request TAC log-ins.

- d. To end your add session, press <Esc>.

C.6.9 Reviewing New-User Information and Making Any Necessary Changes Before Running Reports. Once you add users to the database, it's important to review the new-user information in case you need to make any changes before running the reports to sending them to the DMC ISSO.

a. The browse mode allows you to update data and the view mode prohibits you from updating any data. Since you will be reviewing the data and may need to make changes, you should access the browse mode.

- b. To review the information for the user you just added:

- (1) Select Browse or press <Alt> at the OSC ISSO Menu.
- (2) Review the database fields for the user you added.
- (3) If you need to change any data, use the Tab and arrow keys to move to the selected fields and type the change.
- (4) Press <Esc> to exit the browse mode.

C.6.10 Preparing Reports and/or Forms for Forwarding New-User Information to the DMC SARSS-GW ISSO Office and to the New User. When you finish reviewing the new-user information and are satisfied that everything is correct, you must prepare

SARSS-GATEWAY SM
2 February 1998

reports and/or forms for forwarding new user information to the DMC SARSS-GW ISSO Office and to the new user.

a. You will prepare two separate reports for the DMC SARSS-GW ISSO Office: one called Log-In ID Request that contains log-in IDs for all new users at the installation and one called Control Passwords for Log-In IDs that contains passwords and control numbers for all new users at the installation.

(1) The Log-In ID Request report containing log-in IDs looks like the one shown in figure C.6-4.

05/22/95				Page 1		
OSC FT SOMEWHERE LOGIN-ID REQUEST						
LOGIN-ID	LAST-NAME	FIRST-NAME	DODAAC	SYSTEM	CONTROL	PHONE
OFS10003	WILSON	JENNIFER	WTRNG4	1	FS312710003	TRN-0001
OFSD0004	WALKER	JOHN	WTRNG1	D	FS3127D0004	TRN-0002
OFSM0002	ALLEN	HELLEN	IMMMFP	M	FS3127M0002	TRN-0009
OFSM0003	SMITH	HAROLD	RMDFP	M	FS3127M0003	TRN-0010
OFSS0002	WILLIS	JOE	WTRNG3	S	FS3127S0002	TRN-0008
OFSU0004	YOUNG	TINA	WTRNG2	U	FS3127U0004	TRN-0007
NOTE: THIS REPORT WILL BE FORWARDED TO DMC OSC ISSO BY MEANS OF E-MAIL OR SECURE FAX. (ISSO@DMC-EMH1.STL.DISA.MIL)						
SYSTEM LEGEND:						
U=ULLS		S=SAMS				
1=SAILS		2=SARSS-2A/C				
D=DS4		M=MANAGER				

Figure C.6-4. Log-In ID Request

SARSS-GATEWAY SM
2 February 1998

(2) The Control Passwords for Log-In IDs report containing passwords and control numbers looks like the one in figure C.6-5.

05/22/95	Page 1
DIRECTOR DMC-ST LOUIS ATTN: WEL03 ST LOUIS MO 63120-1798	
SUBJECT: LOGIN ID'S FOR FORT SOMEWHERE	
CONTROL	PASSWORD
FS312710003	PASS14
FS3127D0004	PASS11
FS3127M0002	PASS15
FS3127M0003	PASS16
FS3127S0002	PASS13
FS3127U0004	PASS12
NOTE: FAX THIS REPORT TO THE DMC OSC ISSO. DSN 693-5614, OR COMMERCIAL 314-263-5614.	

Figure C.6-5. Control Passwords for Log-In IDs

SARSS-GATEWAY SM
2 February 1998

b. You will also prepare a form for the new user called Password Receipt that serves as an acknowledgment of receipt and contains the newly assigned log-in ID and password and information concerning password security for that new user. The Password Receipt form looks like the one shown in figure C.6-6.

OBJECTIVE SUPPLY CAPABILITY PASSWORD RECEIPT										
<p>I hereby acknowledge receipt of the SARSS-GW password associated with the log-in ID shown below. I understand that I am responsible for the protection of this password.</p> <p>I will not divulge my password to any person, regardless of their security clearance or position, unless authorized by the SARSS-GW Information System Security Officer (ISSO).</p> <p>I will not allow any other person to operate using my log-in ID, or leave any terminal at which I am "logged in".</p> <p>I will not exchange my password with any other user for any purpose. I will not use my password to gain access to any data which I am not specifically authorized to use.</p> <p>I will immediately notify the SARSS-GW ISSO if I believe my password has been compromised in any way.</p> <p>I will notify the SARSS-GW ISSO if I have any problems with my password.</p> <p>I understand that any violation of these instructions constitutes misuse of passwords, and I may be subject to having my access removed from SARSS-GW.</p> <p>I understand it is my responsibility to contact the SARSS-GW ISSO if I am not able to access SARSS-GW.</p>										
<table style="width: 100%; border: none;"><tr><td style="width: 33%;">USER NAME: WALKER JOHN</td><td style="width: 33%;">RANK: SGT</td><td style="width: 33%;">LOG-IN ID: ofsd0004</td></tr><tr><td>UNIT: HHC #1</td><td>MSC: TRN</td><td>DODAAC: WTRNG1</td></tr><tr><td></td><td>PHONE: TRN-0002</td><td></td></tr></table>		USER NAME: WALKER JOHN	RANK: SGT	LOG-IN ID: ofsd0004	UNIT: HHC #1	MSC: TRN	DODAAC: WTRNG1		PHONE: TRN-0002	
USER NAME: WALKER JOHN	RANK: SGT	LOG-IN ID: ofsd0004								
UNIT: HHC #1	MSC: TRN	DODAAC: WTRNG1								
	PHONE: TRN-0002									
<table style="width: 100%; border: none;"><tr><td style="width: 60%;">USER SIGNATURE: _____</td><td style="width: 40%;">DATE: _____</td></tr><tr><td>ISSO SIGNATURE: _____</td><td>DATE: _____</td></tr></table>		USER SIGNATURE: _____	DATE: _____	ISSO SIGNATURE: _____	DATE: _____					
USER SIGNATURE: _____	DATE: _____									
ISSO SIGNATURE: _____	DATE: _____									
----- CUT ALONG THIS LINE										
<table style="width: 100%; border: none;"><tr><td style="width: 33%;">LOG-IN ID: ofsd0004</td><td style="width: 66%;">PASSWORD: pass11</td></tr></table>		LOG-IN ID: ofsd0004	PASSWORD: pass11							
LOG-IN ID: ofsd0004	PASSWORD: pass11									
<p>NOTE: THE INSTALLATION MAY USE THIS DOCUMENT TO CONTROL PASSWORDS.</p>										

Figure C.6-6. Password Receipt

SARSS-GATEWAY SM
2 February 1998

c. When you are ready to prepare the two reports for forwarding the new user log-in ID and password information to the DMC SARSS-GW ISSO Office, you should keep in mind that they are two separate reports that must be accessed, run, and sent to the DMC SARSS-GW ISSO Office separately and in different ways.

(1) You can locate the report containing new log-in IDs under Addrpt1 and the report containing passwords under Addrpt2.

(2) You must run the report containing log-in IDs before you run the report containing passwords; therefore, you must select Addrpt1 before you select Addrpt2.

(3) You must forward the log-in IDs to the DMC SARSS-GW ISSO Office by e-mail and send the passwords and control numbers to the office by U.S. mail or fax.

C.6.10.1 Preparing the Report Containing New Log-In IDs. To prepare the report containing new log-in IDs, do the following:

- a. Make sure your printer is turned on and on-line.
- b. Select Reports or press <Alt><R> at the OSC ISSO Menu.
- c. Select Addrpt1 under Reports.

(1) The Addrpt1 selection generates a DOS text file and report ADDRPT1.TXT which contains new user information that is to be forwarded electronically or by fax to the DMC SARSS-GW ISSO.

(2) If you have e-mail capability, send the above text file to this address: ISSO@DMC-EMH1.STL.DISA.MIL, and furnish a copy to: PPECHENI@DMC-EMH1.STL.DISA.MIL (see e-mail instructions).

d. To process and send the Log-In ID Request (second file ADDRPT1.TXT) by e-mail, do the following:

- (1) Connect to the Sundown host computer using ProComm.
- (2) Log in to the system.
- (3) Enter the following command at the "ENTER A TOOL OR ?" prompt: SH for Shell access.
- (4) When the "Enter shell command to RUN or <RETURN> for Shell" prompt appears, press <Enter>.

SARSS-GATEWAY SM

2 February 1998

(5) Type Send to send a message at <advantage>sundown> and press <Enter>.

(6) When TO appears, enter the e-mail address (ISSO@DMC-EMH1.STL.DISA.MIL).

(7) When CC appears, enter your log-in ID (ofsm0001) or the log-in ID for anyone else you wish to inform and press <Enter>.

(8) When SUBJECT appears, enter Request for log-in IDs.

(9) Press the <Page Up> key.

(10) Enter A = ASCII.

(11) Enter Pathname = C:\USR\SECURITY\ADDRPT1.TXT and press <Enter>.

(12) After you hear the beeps, press <Ctrl><D>.

(13) Enter s at "COMMAND OR ?" and press <Enter>.

(14) Press <Ctrl><D> at <advantage>sundown>.

(15) At "ENTER A TOOL OR ?:", enter Q.

(16) At Confirm: (Y/N), enter Y.

(17) Press <Alt><H> to hang up at Somewhere-ts1>.

(18) Press <Alt><X> to exit at Somewhere-ts1>.

(19) Press <Y> at "EXIT TO DOS (Y/N)".

C.6.10.2 Preparing the Report Containing New Passwords and Control Numbers. To prepare the report containing new passwords and control numbers, do the following:

- a. Make sure your printer is turned on and on-line.
- b. Select Reports or press <Alt><R> at the OSC ISSO Menu.
- c. Select Addrpt2 under Reports.

(1) The Addrpt2 selection sets the date in the report date field of the database and generates a printed report that can be faxed or mailed.

SARSS-GATEWAY SM
2 February 1998

(2) If you plan to fax the printed report, use one of these fax numbers: DSN 693-2030 or (314) 263-2030.

C.6.10.3 Preparing the Form for Issuing the Newly Assigned Log-In ID and Password to the User. To prepare the Password Receipt form for you to print, sign, and issue to the user to sign and acknowledge receipt of the newly assigned password and log-in ID, do the following:

- a. Make sure your printer is turned on and on-line.
- b. Select Reports or press <Alt><R> at the OSC ISSO Menu.
- c. Select Issue under Reports.

(1) The Issue selection prints the Password Receipt Form that you must sign and give to the user to sign.

(2) The Issue selection also places the current date in the issue date field within the SARSS-GW ISSO security database. To reprint the report, remove the date from the issue date field.

C.6.11 Changing a User Name in the SARSS-GW ISSO Security Database, Printing the Name Change Request, and Sending it to the DMC SARSS-GW ISSO. There may be times when you need to change a user name in the SARSS-GW ISSO security database.

a. In order to change a user name in the SARSS-GW ISSO security database, you must delete the old name, enter the new name, and make the selection to change users. Whenever you change a user name in the SARSS-GW ISSO security database, you must also print a report to forward that information to the DMC SARSS-GW ISSO.

SARSS-GATEWAY SM
2 February 1998

7. (1) The Name Change Request report looks like the one shown in figure C.6-

05/22/95	Page		
OSC FORT SOMEWHERE NAME CHANGE REQUEST			
Login_id	Last_name	First_name	Old_name
OFS10003	WILSON	JENNIFER	BROWN,JENNIFER
NOTE: FAX THIS REPORT TO THE DMC OSC ISSO.			

Figure C.6-7. Name Change Request

- (2) You must send this report to the DMC SARSS-GW ISSO once it is printed.
- b. To delete the old user name, do the following:
- (1) Select Browse or press <Alt> at the OSC ISSO Menu.
 - (2) Select Browse under Browse.
 - (3) Use the arrow keys to highlight the name to be changed.
 - (4) Use the delete key to delete the last name and the first name.
- c. To enter the new user name, do the following:
- (1) Enter the new last name and new first name. Tab to and delete the report date. This field is filled automatically when you run the report.
 - (2) Tab to the old name field and enter the name you just deleted.
 - (3) Press <Esc> to exit.
- NOTE:** You must enter the new name, blank out the report date field, and enter the old name in old name field before printing the Name Change Request report.
- d. To make the selection to change users, do the following:
- (1) Select Actions or press <Alt><A> at the OSC ISSO Menu.

SARSS-GATEWAY SM
2 February 1998

- (2) Select Change Users under Actions.
- e. To print the Name Change Request report, you must:
 - (1) Make sure your printer is turned on and on-line.
 - (2) Select Reports or press <Alt><R> at the OSC ISSO Menu.
 - (3) Select Change Name under Reports.

(a) The Change Name selection prints the report that you must send to the DMC SARSS-GW ISSO.

(b) Remember that when you change a name, you must blank out the report date field and enter the old name prior to running the program.

C.6.12 Updating User Information in the SARSS-GW ISSO Security Database. There may be times when you need to update user information in the SARSS-GW ISSO security database. To update records in the SARSS-GW ISSO security database, you must:

- a. Select Browse or press <Alt> at the OSC ISSO Menu.
- b. Select Browse under Browse.
- c. Use the Tab and arrow keys to move to the fields that require update or change and type the change.
- d. Press <Esc> to exit this mode.

C.6.13 Deleting Records from the ISSO Security Database, Printing the SARSS-GW Delete Report, and Sending it to the DMC SARSS-GW ISSO. There may be times when you need to delete records from the SARSS-GW ISSO security database.

- a. In order to delete records from the SARSS-GW ISSO security database, you must:
 - (1) Mark the records that you want to delete.
 - (2) Print the Request for Delete report so you can verify the information you want to delete before deleting the records from the database and sending the report to the DMC SARSS-GW ISSO.
 - (3) Delete the marked records from the SARSS-GW ISSO security database.

SARSS-GATEWAY SM
2 February 1998

b. To mark the records that you want to delete from the SARSS-GW ISSO security database, you must:

- (1) Select Actions or press <Alt><A> at the OSC ISSO Menu.
- (2) Select Delete under Actions.
- (3) Position the cursor on the correct user record and tab to the password field. Delete the current password and enter DEL in the field using uppercase letters.
- (4) Mark the record for deletion by pressing <Ctrl><T>. A dot appears in the left border of the window frame next to the record being deleted. If you marked the wrong record for deletion, press <Ctrl><T> again.
- (5) Press <Esc> to exit this window.

c. To print the Request for Delete report so you can verify the information you want to delete, you must:

- (1) Make sure your printer is turned on and on-line.
- (2) Select Reports or press <Alt><R> at the OSC ISSO Menu.
- (3) Select Delete under Reports.

SARSS-GATEWAY SM
2 February 1998

(a) The Delete selection prints the Request for Delete report that you must send to the DMC SARSS-GW ISSO. This report looks like the one shown in figure C.6-8.

OSC FORT SOMEWHERE REQUEST FOR DELETE		
05/22/93	Page	1
DIRECTOR DMC-ST LOUIS ATTN: WEL03 ST LOUIS, MO 63120-1978		
SUBJECT: OSC USER DELETIONS FOR FT SOMEWHERE		
Last_name	First_name	Login_id
WILLIS	JOE	OFSD0002
NOTE: FAX THIS REPORT TO THE DMC OSC ISSO.		

Figure C.6-8. Request for Delete

(b) You must send this report to the DMC SARSS-GW ISSO.

(4) Verify the information on the Request for Delete report before going to the next step.

d. To delete the marked records from the SARSS-GW ISSO security database, do the following:

(1) Press <Esc>.

(2) Enter PACK at the FoxPro2 command window. This removes the marked records from the database.

C.6.14 Modifying SARSS-GW ISSO Report Formats. There may be times when you need to modify SARSS-GW ISSO report formats. To modify SARSS-GW ISSO report formats, you must:

a. Select Utility or press <Alt><U> at the OSC ISSO Menu.

SARSS-GATEWAY SM
2 February 1998

- b. Select Modify Reports under Utilities.
- c. Select the report format you wish to change. Refer to FoxPro2 manuals for details.

C.6.15 Sorting the SARSS-GW Security Database. There may be times when you need to sort the SARSS-GW ISSO security database. To sort the SARSS-GW ISSO security database, you must:

- a. Select Utility or press <Alt><U> at the OSC ISSO Menu.
- b. Select Sort under OSC ISSO Menu.
- c. Select the sequence (last name, unit, DODAAC, log-in ID, or control number) in which you want the database sorted.
- d. Press <Esc> to exit.

C.6.16 Obtaining Help or Information on Keys and Reports. At times, you may need to obtain help, guidance, or information on keys that enable you to perform different functions or descriptions of the various reports. To obtain SARSS-GW ISSO security help, you must:

- a. Select Help or press <Alt><H> at the OSC ISSO Menu.
- b. Select Keys or Reports under Help.
 - (1) The Keys selection provides some helpful guidance on the keys that enable you to perform the different functions.
 - (2) The Reports selection provides a brief description of the various reports.

C.6.17 Exiting the SARSS-GW ISSO Security Database. When you need to exit the SARSS-GW ISSO security database, do the following:

- a. Select Exit or press <Alt><E> at the OSC ISSO Menu.
- b. Select Save/Bkup or Return to DOS.
 - (1) The Save/Bkup selection exits the SARSS-GW ISSO security database and saves the files.

SARSS-GATEWAY SM
2 February 1998

NOTE: Enter the letter for the drive without a colon (A). The security database will not allow a backup with a colon (A:).

(2) The Return to DOS selection exits FoxPro2, but does not save the files to the disk.

SARSS-GATEWAY SM
2 February 1998

C.6.18 Checking for and Reviewing Messages in Your Mailbox. To check for and review messages in your mailbox, do the following:

- a. Connect to the Sundown host computer using ProComm.
- b. Log in to the system.
- c. Enter the following commands at the "ENTER A TOOL OR ?" prompt: SH for Shell access.
- d. When the "Enter shell command to RUN or <RETURN> for Shell" prompt appears, press <Enter>.
- e. Type msg to list any messages at <advantage>sundown> and press <Enter>. If any messages are in your mailbox, the system displays a total count followed by a <- prompt for the cursor.
- f. At the <- prompt, type in ha. A list of the message headers appears.
- g. To review a message, type t and the number of the message, such as 1. The message is displayed one full screen at a time.
- h. At the "Continue? (y)" prompt, type y. The end of the message is indicated by a <- prompt.
- i. At the <- prompt, type e to exit and y to confirm that the message has been sent to your mailbox.
- j. At the <advantage>sundown> prompt, press <Ctrl><D> to return to the Tool command.
- k. At "ENTER A TOOL OR ?:", type Q.
- l. At Confirm: (Y/N), type Y.
- m. Press <Alt><H> to hang up at Somewhere-ts1>.
- n. Press <Alt><X> to exit at Somewhere-ts1>.
- o. Press <Y> at "EXIT TO DOS (Y/N)".

C.6.19 Deleting Messages from Your Mailbox. To delete messages from your mailbox, do the following:

SARSS-GATEWAY SM
2 February 1998

- a. Connect to the Sundown host computer using ProComm.

SARSS-GATEWAY SM
2 February 1998

- b. Log in to the system.
- c. Enter the following commands at the "ENTER A TOOL OR ?" prompt: SH for Shell access.
- d. When the "Enter shell command to RUN or <RETURN> for Shell" prompt appears, press <Enter>.
- e. Type msg to list any messages at <advantage>sundown> and press <Enter>. If any messages are in your mailbox, the system displays a total count followed by a <- prompt for the cursor.
- f. At the <- prompt, type in ha. A list of the message headers appears.
- g. To delete a message, type d and the number of the message to be deleted. You can delete several messages at one time by entering either a comma (,) for several out of sequence, such as 1,3,6, or a dash (-) for a sequence of messages, such as 1-10. The end of the delete session is indicated by a <- prompt.
- h. At the <- prompt, type e to exit and y to confirm that the message has been deleted from your mailbox.
- i. At the <advantage>bosco> prompt, press <Ctrl><D> to return to the Tool command.
- j. At "ENTER A TOOL OR ?:", type Q.
- k. At Confirm: (Y/N), type Y.
- l. Press <Alt><H> to hang up at Somewhere-ts1>.
- m. Press <Alt><X> to exit at Somewhere-ts1>.
- n. Press <Y> at "EXIT TO DOS (Y/N)".

C.6.20 Printing a Message in Your Mailbox. To print a message in your mailbox, do the following:

- a. Connect to the Sundown host computer using ProComm.
- b. Log in to the system.
- c. Enter the following commands at the "ENTER A TOOL OR ?" prompt: SH for Shell access.

SARSS-GATEWAY SM
2 February 1998

- d. When the "Enter shell command to RUN or <RETURN> for Shell" prompt appears, press <Enter>.
 - e. Type msg to list any messages at <advantage>sundown> and press <Enter>. If any messages are in your mailbox, the system displays a total count followed by a <- prompt for the cursor.
 - f. At the <- prompt, type in ha. A list of the message headers appears.
 - g. To print a message, type L and the number of the message file you want to print. The message "list and the file selected" appears at the <- prompt.
 - h. Press <Enter>. The command "to file/pipe" appears.
 - i. Press <Alt><L>. The system places the printer on-line.
- NOTE:** You can press <Alt><L> again to take the printer off-line when you need to.
- j. Press <Enter>. The end of the print session is indicated by a <- prompt.
 - k. At the <- prompt, type e to exit and y to confirm that the message has been moved to your mailbox.
 - l. At the <advantage>sundown> prompt, press <Ctrl><D> to return to the Tool command.
 - m. At "ENTER A TOOL OR ?:", type Q.
 - n. At Confirm: (Y/N), type Y.
 - o. Press <Alt><H> to hang up at Somewhere-ts1>.
 - p. Press <Alt><X> to exit at Somewhere-ts1>.
 - q. Press <Y> at "EXIT TO DOS (Y/N)".

C.6.21 Reviewing or Printing a File in Your Mailbox. To review or print a file in your mailbox, do the following:

- a. Connect to the Sundown host computer using ProComm.
- b. Log in to the system.

SARSS-GATEWAY SM
2 February 1998

c. Enter the following commands at the "ENTER A TOOL OR ?" prompt: SH for Shell access.

- d. When the "Enter shell command to RUN or <RETURN> for Shell" prompt appears, press <Enter>.
- e. Type msg to list any messages at <advantage>sundown> and press <Enter>. If any messages are in your mailbox, the system displays a total count followed by a <- prompt for the cursor.
- f. At the <- prompt, type in ha. A list of the message headers appears.
- g. To review a file, type t and the number of the file and press <Enter>.
- h. Type y at "Confirm (y/n)" to continue the message review.
- i. To print the file, type L and the number of the file you want to print. The message "list and the file selected" appears at the <- prompt.
- j. Press <Enter>. The command "to file/pipe" appears.
- k. Press <Alt><L>. The system places the printer on-line.

NOTE: You can press <Alt><L> again to take the printer off-line when you need to.

- l. Press <Enter>. The end of the print session is indicated by a <- prompt.

C.6.22 Deleting a File from Your Mailbox. To delete a file from your mailbox, do the following:

- a. Connect to the Sundown host computer using ProComm.
- b. Log in to the system.
- c. Enter the following commands at the "ENTER A TOOL OR ?" prompt: SH for Shell access.
- d. When the "Enter shell command to RUN or <RETURN> for Shell" prompt appears, press <Enter>.
- e. Type msg to list any messages at <advantage>sundown> and press <Enter>. If any messages are in your mailbox, the system displays a total count followed by a <- prompt for the cursor.
- f. At the <- prompt, type in ha. A list of the message headers appears.

SARSS-GATEWAY SM
2 February 1998

g. To delete a file, type d and the number of the file you want to delete. The end of the delete session is indicated by a <- prompt. The message is not deleted until you exit this process.

h. At the <- prompt, type e to exit and y to confirm that the message has been deleted from your mailbox.

i. At the <advantage>sundown> prompt, press <Ctrl><D> to return to the Tool command.

j. At "ENTER A TOOL OR ?:", type Q.

k. At Confirm: (Y/N), type Y.

l. Press <Alt><H> to hang up at Somewhere-ts1>.

m. Press <Alt><X> to exit at Somewhere-ts1>.

n. Press <Y> at "EXIT TO DOS (Y/N)".

SARSS-GATEWAY SM
2 February 1998

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